



STATE OF DELAWARE
STATE FIRE PREVENTION COMMISSION
DELAWARE FIRE SERVICE CENTER

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DOVER, DELAWARE 19904

STATE FIRE PREVENTION COMMISSION

Monthly Meeting

July 17, 2018

MEMBERS PRESENT

Alan Robinson, Jr., Chairman
Ron Marvel, Vice Chairman
David J. Roberts - absent
Tom DiCristofaro
Lynn Truitt
Marvin C. Sharp – Arrived 9:41 a.m. Departed 11:27 a.m.
Ted Walius

ALSO PRESENT

Patricia Davis, Deputy Attorney General
Patrick Matthews M.D., BLS Medical Director
Sherry Lambertson, Executive Specialist
David J. Truax, Investigator/Compliance Officer
Grover P. Ingle, State Fire Marshal
Robert P. Newnam, Director, State Fire School

GUESTS

Jay Jones, DVFA
Ray Stevens, Selbyville Vol. Fire Co.
Elmer Steele, DVFA
Bill Betts, DVFA
W. Mike McMichael, DSEMSA

GUESTS Cont.

Bradley Gosch, American Legion Ambulance
Richard Toulson, DVFA
Warren Jones, DVFA
Britany Huss, OEMS
Richard Perillo, DVFA
Gary Alderson, Attorney for IRVFC
Gerald Burbage, Mid-Sussex Rescue Squad
Raymond Johnson, Mid Sussex Rescue Squad
Kevin Ohlendt, Citizens Hose Fire Co.

CALL TO ORDER

Chairman Robinson called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF JUNE 19, 2018 COMMISSION MEETING MINUTES

It was moved by Commissioner Dicristofaro, and seconded by Vice Chairman Marvel that the minutes of the June 19, 2018 Commission meeting be approved. Motion carried by unanimous vote.

REGULAR BUSINESS

REPORT OF THE STATE FIRE MARSHAL

INFORMATIONAL ITEMS

Personnel Items

Fire Marshal Ingle reported that the vacant Administrative Specialist I position in Kent County has been filled by Christine Galaska. She began work on July 9th in Georgetown, where she will be for two weeks of training.

Deputy Fire Marshal III John Galaska and K9 Tanya attended the annual K9/Handler certification. They have both been recertified for another year.

Firework's July 4 Report

The Delaware State Fire Marshal's office investigated five incidents involving fireworks during the 24 hour period of July 4, 2018.

Shannon Cove – Odessa DE: Ground type fireworks discarded into a trash can outside.
Newport, DE: Fireworks discharged inside the occupied apartment building.
Magnolia, DE: Fountain fireworks ignited combustibles inside a trash dumpster.
Harrington, DE: Sparklers ignited combustibles inside an exterior trash can.
Camden, DE: Sparklers ignited grass in the rear of the home.

All fireworks are now prohibited in the State of Delaware until the next 30 day sale period which is December 1, 2018 – January 1, 2019. Allowable fireworks can only be used on December 31st and January 1st.

DTI – Program Update

Fire Marshal Ingle reported that DTI has informed the agency that the newly updated software will go live in September.

Meeting with MD & VA Fire Marshal's

Fire Marshal Ingle attended a meeting with the Maryland and Virginia State Fire Marshal's. One of the main topics of conversation was the upcoming National Association of State Fire Marshal's Conference that will be hosted by Maryland next year. Virginia and Delaware will cohost with them for support. It will be held July 19 – 26, 2019 in Annapolis, Maryland.

Other topics were discussed such as standards, building regulations, personnel and personnel changes. Fire Marshal Ingle felt it was a productive meeting.

Basic Electricity Class

Fire Marshal Ingle reported that his deputy fire marshal's and supervisory staff attended a Basic Electricity Class on June 27, 2018. The class was provided by Alcohol, Tobacco & Firearm Electrical Engineer. It was an all-day class in Harrington.

Regulations Update

Fire Marshal Ingle informed the Commission that he will recommend some regulation updates in October. One of the suggested updates will be allowing plumbers to install sprinklers. There will also be some clean up language added for small corrections.

DFIRS Incidents Received

TOTAL STATE PARTICIPATION IN COMPLIANCE			
79 %			
DELINQUENT DEPARTMENTS			
New Castle County			
Cranston Heights	January – March - April		
Five Points	April - May		
Holloway Terrace	May		
Odessa	May		
Townsend	April – May		
Wilmington Manor	April		
Kent County			
Bowers	January – May		
Clayton	April – May		
Harrington	April – May		
Houston	May		
Leipsic	May		
Magnolia	April - May		
Sussex County			
Roxana	February - May		
OVERDUE REPORTS BY DAYS			
30 Days	60 Days	90 Days	90+ Days
4	6	0	3

Source: DFIRS Incidents received as of 7/05/18.

REPORT OF THE STATE FIRE SCHOOL DIRECTOR

Director

- Pro-Board Re-accreditation Site Visit – July 31-Aug. 1st – Senior Instructor Lowe will be the lead with assistance from Senior Instructor's Miller and Baker.
- Fire School Record System upgrade schedule provided by DTI – The Fire School has been meeting with DTI in the software creation process. It is expected to be completed by May 31, 2019.
- Router upgrades – Sussex Division, Dover Center – DTI, Upgrade NC Division 07-28-18
- Camp Fury – update, session filled 65 attendees August 10-12.
- Ambulance Simulator – Has not arrived to date, but is scheduled in the near future. Instructor training will be scheduled upon it's arrival.
- Budget FY18 year-end update
 - Income less expenses of Tuition accounts (Special Funds) (-105,114.00)
- Budget FY19 – status
 - General - reduction of Fleet (18.3) and Contract savings (6.9) total 25.2. Director Newnam reported that these reductions will not impact the agency.
 - Capital (Bond Bill) included
 - Rescue Equipment - 13 companies and DSFS – 105,000 (12,15,16,21,26,50,51,70,72,74,75,77,87)
 - Rest Room(s) replacement/improvements – Dover Center – 859,400
- Budget FY20 – Proposed budget submissions
 - Operating Budget
 - Review of EMT Training line and equipment – to request additional funding
 - Funding 95k – 159,335 expenses (Salaries+35k), Refreshers 34,484
 - Students 2010 – 79% Fire, 21% Self Pay, 2018 – 60% Fire, 40% Self Pay
 - Equipment Funding return to 35,000 from 10,500
 - Capital Budget
 - Funding for Rescue Tools – 19 companies and DSFS - 150,000
 - HVAC phases not funded or covered by Facilities – 650,000
- One Year - Long Range plan – 2018- 2019 – A copy of the DSFS one year and long range plan was submitted to the Commissioner's for review.
- Straw contract awarded to B & B Farms, of Townsend, for three years. The school used approximately 2,000 bales per year.

Staff Activities

- Display and attended State Chiefs – Senior Instructor's Lowe, Dempsey and Wilson.
- State Fair – DSFS Display – Senior Instructor's Lowe, Training Educator O'Malley, Staff and DSFS part-time Instructors.
- DSFS Instructor News, developed and distributed by Senior Instructor Lowe.
- DSFS News, developed by Senior Instructor Dempsey.
- Site Visit – Senator Coons Office Staff – conducted on July 13th – Senior Instructor Dempsey.
- SERT response in Selbyville on July 12, 2018 by Senior Instructor Ingram.

Programs/Courses

Figures in red are reference to last year's comparison of class attendance.

- **Current Month**
 - EVO – Kent, weekday – 18 students (51)
 - In-service classes – 10 scheduled (7)
 - Dover PD – Summer Camp, A Day in Their Boots, 130 attendees – Training Educator O'Malley. This event had a positive media response and is expected to run again next year.
 - Fire & EMS in the Warm Zone (Active Shooter awareness training) YTD – 934 trained

EMS

- **Current Month**
 - CEU programs – 3 programs scheduled (3)
 - EMT Accelerated program 1 – 23 students passed the DSFS course
 - EMT Accelerated program 2 – 24 students
 - EMT fall classes – 8 NCD, 11 KCD, 7 SCD (class size 25 students) start 8/27

Public Education and Injury Prevention - Activity Report

- **Current Month**
 - Fire Safety Programs – 4 scheduled (15)
 - DSFS Tours – 3 tours scheduled (0)
 - Fire Safety Displays – 5 scheduled (3)
 - Injury Prevention Programs – 2 programs scheduled (1)
 - Injury Prevention Events – 3 scheduled events (1)

Maintenance – Building and Grounds

- Status – Office re-modeling project. A Certificate of Occupancy should be received this week and the staff can begin moving into their respective work areas.
- Status – HVAC project – Phase 1 and 2 complete (Commission area, Office area, and Class rooms 7, 8, 9, and 10.) The project is scheduled to resume on August 13th to begin the project to include the Instructor's Lounge, Hallways, and remaining classrooms.
- Completing annual SCBA service on 60 units
- Director Newnam attended a meeting with Facilities on July 18th to review and discuss projected projects.
 - The rest room project
 - The final phases of the HVAC project
 - Roof replacement scheduled for the spring of 2019 at the Dover Center.
 - The New Castle Division project to have a confined HVAC unit between the FMO and DSFS.

Financial

- Past Due Billings
 - 30 days – 20,701.47
 - 60 days – 14,165.00
 - 90 days – 6,350.00
 - 20678 Tuition Fund – 4533,907.00
 - Accounts receivable – 145,445.00
 - Revenue Comparison
 - Tuition – 2018 – 78,512.00, 2017 – 91,833.50
- Special Funds Summary – The Special Funds Summary report was submitted to the Commissioners for review.
- Expenditure Report – No report was required to be provided to the State in July.

Staff and Office Staff Meeting Minutes

Staff and office staff meeting minutes were submitted for Commission review

Personnel Issues

- Maintenance Mechanic II Position – Director Newnam requested authorization from the Commission to advertise and hire for the vacant Maintenance Mechanic II position at the school. It was moved by Vice Chairman Marvel, seconded by Commissioner Dicristofaro to authorize Director Newnam to advertise and hire for the vacant position of Maintenance Mechanic II. Motion carried by a unanimous vote.

Scheduled Activities

Director Newnam will be on annual leave July 30th – 31st.

BLS MEDICAL DIRECTOR

The Narcan distribution plan for the OEMS Narcan stock continues. 420 have been distributed in Kent and Sussex Counties to date. New Castle County is currently able to obtain their Narcan through an arrangement made with a pharmacy. New Castle County has used most of their available 600 doses and have contacted the Office of Emergency Medical Services regarding obtaining additional supplies. OEMS is working on a distribution plan for companies that may be in need from New Castle County.

There are 10 Kent County Companies that received and 20 Sussex County Companies participating in the Narcan distribution. Kent County companies received 150 Narcan kits and Sussex County companies received over 280 Narcan kits. Dr. Matthews is unaware of any new

Kent and Sussex County Companies that have asked to participate in the Narcan distribution program. No companies have requested a resupply at this time.

The ALS and BLS Standing Orders Committee is continuing with the Medical Director review. The ALS portion is under review and BLS will follow. They are still on the path of having the ALS and BLS Standing Orders prepared for the DVFA Conference this year in September.

The next Protocol meeting is set for July 25, 2018. There Board of Medical Practice does not meet in August so the next meeting will be in September. This is the earliest that the Protocols will be approved by that board. They will then come before the State Fire Prevention Commission for approval and to set up a training schedule with the Fire School.

REPORT OF THE INVESTIGATOR/COMPLIANCE OFFICER

24 Annual Ambulance Unit Inspections
0 New Unit Inspections
9 Complaints Received
3 Arrest Notifications were received.
0 New Investigations

Investigator Truax requested the closure of Case Numbers 1804 and 1813.

It was moved by Commissioner Dicristofaro, seconded by Commissioner Truitt to close Case Numbers 1804 and 1813 per the recommendation of Investigator Truax. Motion carried by a unanimous vote.

Case Number 1721 – The EMT in this case was required to enroll for drug evaluation. They have not followed through per the order of the commission. Per the executed order of the Commission, the EMTs certification is suspended for failure to comply.

REGULAR BUSINESS

ACTION ITEMS

Case Number 1724 and 1725 – Consent Agreement

DAG Davis reviewed the consent agreement information for both case number 1724 (EMT Barbara Walls) and 1725 (EMT Maria Payne). Both EMTs agreed to six months of suspension and upon completion of the suspension to complete a full remedial protocol training with the Fire School with the burden of cost placed on them.

It was moved by Commissioner Dicristofaro, seconded by Commissioner Truitt to accept the Consent Agreements for cases 1724 and 1725 as written. Motion carried by a unanimous vote.

Mid-Sussex Rescue Squad Rule to Show Cause Hearing

A Rule to Show Cause Hearing was held for Mid-Sussex Rescue Squad. The hearing was opened by Deputy Attorney General Davis and all witnesses were sworn in. Deputy Attorney General Davis addressed the Commission. Bruce Rogers, Esquire represented Mid-Sussex Rescue Squad. After deliberation it was moved by Commissioner Dicristofaro, seconded by Commissioner Truitt that in light of the evidence that was put forth by Mid-Sussex Rescue Squad, it is found that no discipline should be imposed.

Mid-Sussex Rescue Squad Rule to Show Cause Hearing cont.

Motion carried by a roll call vote.

Commissioner Dicristofaro -	Yes
Commissioner Sharp -	No
Commissioner Walius -	Recused
Commissioner Roberts -	Absent
Commissioner Truitt -	Yes
Vice Chairman Marvel -	No
Chairman Robinson -	Yes

CPAP/NARCAN

There was conversation under the BLS Medical Directors report last month regarding discussion to possibly make CPAP and Narcan mandatory on the Ambulance Equipment list. Thirty six companies have used CPAP and most of the companies have used and have been training to administer Narcan. Narcan is currently free to the BLS Community, but CPAP costs approximately \$45.00 per unit. They are currently considered a national scope of practice.

Dr. Matthews asked the Delaware State EMS Association to discuss and return feedback. DSEMSA has not yet responded. Once the DSEMSA comes to a consensus, they will bring their decision to the State Chief's for input. This input can then be brought back to the Fire Commission to make a decision with regard to making these mandated items on the ambulance equipment list.

Townsend Fire Co. – Audit Extension Request

It was moved by Commissioner Decristofaro, seconded by Commissioner Walius to grant Townsend Fire Company a 90 day extension for their audit submission. Motion carried by a unanimous vote.

Millcreek Fire Co. – Audit Extension Request

It was moved by Commissioner Dicristofaro, seconded by Commissioner Walius to grant Millcreek Fire Company a 90 day extension for their audit submission. Motion carried by a unanimous vote.

Delinquent Audit Submissions

It was moved by Vice Chairman Marvel, seconded by Commissioner Dicristofaro to notice Rule to Show Cause hearings for five companies that failed to submit their audit report by the due date nor submit an extension request. Motion carried by a unanimous vote.

Quarterly Scratch Report – April, May and June

Commissioner Dicristofaro reviewed the quarterly scratch report information for the second quarter of 2018. Marydel Fire Company continues to have a high scratch rate of 13.2%. It was moved by Commissioner Dicristofaro, seconded by Commissioner Walius to schedule Marydel Fire Company to the August meeting for a Rule to Show Cause hearing for their continued high scratch rate and request a plan of action. Motion carried by a unanimous vote. 4 Yes and 1 No

Ambulance Fund Distribution

It was moved by Commissioner Dicristofaro, seconded by Commissioner Truitt to approve the ambulance fund distribution as presented by the Executive Assistant. Motion carried by a unanimous vote.

NEW BUSINESS

Wilmington Manor Fire Co. – Consideration to Consolidate Fire Stations

The Commission discussed correspondence received from Wilmington Manor Fire Company making the Commission aware that they are considering consolidation of their stations. It was agreed that DAG Davis will provide a response informing them that they may not create a break in service.

GENERAL INFORMATION

None

CORRESPONDENCE

None.

MISCELLANEOUS INFORMATION

None

EXECUTIVE SESSION

It was moved by Commissioner Dicristofaro, seconded by Commissioner Truitt to enter into Executive Session for the purpose of discussing personnel matters. The Commission entered into executive session at 11:56 am and exited at 12:04 pm.

Correspondence

It was moved by Commissioner Dicristofaro, seconded by Commissioner Walius to rescind sending the letter to Commissioner Truitt. Motion carried by a unanimous vote.

REPORT OF THE COMMISSIONERS

Chairman Alan Robinson Jr.

Chairman Robinson reported that he attended the Monthly Fire Prevention Commission Meeting, Kent County Meeting, and BLS Protocols Meeting.

Vice Chairman Ron Marvel

Vice Chairman Marvel reported that he attended the Monthly Fire Prevention Commission Meeting, Kent County Meeting, Sussex Chiefs Meeting, Sussex Callboard Meeting, Legislative Hall, Sussex Fireman's Meeting, Seaford Fire Company Meeting, Delaware State Fire Chief's Meeting, Meeting with Jimmy Hoppa for Laurel Funeral, Viewing for Laurel Fireman, New Castle Fireman's meeting and Float in the Riverfest.

DATE OF NEXT MEETING

August 21, 2018 – 9:00 AM
Commission Chamber
Delaware Fire Service Center
1463 Chestnut Grove Road
Dover, DE 19904

ADJOURNMENT

It was moved by Commissioner Dicristofaro, and seconded by Commissioner Truitt that the meeting be adjourned. Motion carried by a unanimous vote. The meeting was adjourned at 12:08 p.m.

Respectfully submitted,

Sherry R. Lambertson

Sherry R. Lambertson
Executive Specialist

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